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ABSTRACT

Acknowledging that the fear of public speaking is widespread, this book guides the reader/communicator through 10 steps of writing and presenting a speech. The book is based on the idea that solid preparation and following a few basic rules makes public speaking easier and the finished product more dynamic. The book is divided into the following steps: Step One--Speak with a Strategy; Step Two--Spy on the Audience and Setting; Step Three--Never Wing It; Step Four--Keep It Brief (A Short Chapter); Step Five--Simplify Your Speech; Step Six--Add Humor; Step Seven--Create A Fireworks Finale; Step Eight--Don't Be Afraid to Be Afraid; Step Nine--Triumph over Adversity; Step Ten--Win Them Over!; and the Final Step--Choose Success over Standing Still. Three appendixes contain information on where to find jokes and quotes; some jokes and anecdotes worth stealing; and sample speech openings and closings. (NKA)

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